

**6 MARCH 1998**



***Space, Missile, Command, and Control***

**11 AF OPERATIONAL SUPPORT AIRLIFT  
(OSA) MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 13-2, *Air Traffic Control, Airspace, and Range Management*, and is used in conjunction with DoD 4515.13R, *Air Transportation Eligibility*, DoD 4500.43, *Operational Support Airlift*, USCINCPACINST 4630.4, *Air Transportation Eligibility Within US PACOM*, AFI 13-206, *Operational Support Airlift (OSA) Management*, PACAFI 13-206, *PACAF Operational Support Aircraft Management*. It prescribes local detailed policies and procedures for requesting and using 11 AF operational support airlift aircraft (C-12) within the Alaskan Theater and defines terms, identifies approval authority, sets limits on cost effective usage of aircraft, highlights arctic gear requirements, and establishes transportation request guidance. This instruction is directive for all units performing OSA missions (attachment 1) and for organizations requesting airlift by 11 AF OSA aircraft. It's not intended to be a single-source document for procedures contained in other directives or instructions, but attempts to reference other pertinent directives and instructions, where appropriate. This publication does not apply to the US Air Force Reserve or Air National Guard units and members. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF REVISIONS**

This document is substantially revised and must be completely reviewed.

**1. Policies:**

1.1. 11 AF OSA. The 11 AF/CC has delegated approval authority to the 611 AOG/CC (designated representative 611 OSF/OSR) for those flights which are non-controversial and routine in nature. The 611 AOG/CC also acts as approval authority for emergency airlift.

1.2. User Guidance:

1.2.1. In accordance with DoD 4515.13R only travelers with valid travel orders may submit OSA transportation requests. Exceptions:

1.2.1.1. This does not apply to personnel conducting official business if they can complete the trip in under 10 hours and do not plan to file a travel voucher.

1.2.1.2. Personnel in permissive temporary duty (TDY), or leave status as well as dependents, may travel on OSA aircraft on a space available basis, as determined by passenger service personnel. Dependents space available travel is not authorized to Eareckson Air Station.

1.2.1.3. The 11/CC (COMALCOM) is delegated approval authority for travel of his/her family members and family members of personnel assigned to their command. Family members may travel with their sponsor on official travel at government expense only when there is an unquestionable official requirement in which the family member is actually to participate in the function requiring the travel, or it's deemed in the national interest as desirable because of diplomatic or public relations to benefit the country to a limit of two times a year.

1.2.1.4. Non-DoD travelers, when approved by the Office of the Secretary of Defense (OSD), are charged a reimbursable rate according to AFI 65-503, *US Air Force Cost and Planning Factors*. Travelers must sign an Acceptance of Liability, and the requesting organization provides a Special Assignment Airlift Flight Itinerary Log to their Accounting and Finance Office.

1.3. Arctic gear is recommended for passenger travel on OSA missions between 1 October and 30 April. The following arctic gear is recommended (civilians should have suitable like attire):

1.3.1. A parka, battle dress uniform (BDU) or “**GORTEX** (a trademark of the Gortex Corporation) jacket with liner.

1.3.2. Approved footwear--N-B1 Mukluks, “**SORELS**” (a trademark of the Sorels Corporation) (Mark X or Expedition Pac), or white vapor barrier boots (bunny boots).

1.3.3. Winter gloves.

1.4. Scheduler/Validator Guidance:

1.4.1. OSA validators will assign priority/urgency codes for travel requests to meet mission requirements, using the priority/urgency system outlined in PACAFI 13-206, Chapter 7, *Priority, Urgency, Justification, and Category Codes*.

1.4.2. Once an OSA transportation request is prioritized, only the validator can adjust its priority. C-12 mission schedulers do not have authority to change priority without validator concurrence.

1.4.3. Aircraft availability for airlift is governed by the following conditions:

1.4.3.1. Airlift missions will be scheduled only after critical training missions have been allocated. Published training may not be canceled to support a routine airlift requirement. In an urgent situation, scheduled training may be preempted to support an OSA mission priority of 24 or higher. The decision to preempt a scheduled unit training day must be made by the 611 AOG/CC. The validator will inform PACAF/AMOCC of each training preemption.

1.4.3.2. OSA aircraft are not available on weekends, holidays, or scheduled unit training days, unless required to support a mission of priority/urgency 24 or higher.

1.4.3.3. Missions of priority/urgency 24 are considered emergency airlift support. These mis-

sions include, but are not limited to, support for inoperative radar/navaid equipment at remote sites, first response to environmental spills, delivery of critical parts/personnel to repair inoperative fighter aircraft.

1.5. C-12 schedulers will make every effort to consolidate transportation request or shift aircraft departure times in order to accommodate individual requests in a cost effective manner, considering mission requirements and the priority of the request.

1.6. Unless it's essential to meet specific mission requirements, C-12 schedulers and validators will not:

1.6.1. Schedule or task an OSA mission into a civilian airport if a suitable military airfield is nearby.

1.6.2. Schedule or task an OSA mission to travel from one civilian airport to another.

1.6.3. Schedule or task an OSA mission between airports that are within 2 hours driving time.

## **2. Transportation Request Procedures:**

2.1. Prior to requesting C-12 support all travelers are required to submit transportation requirements to the Traffic Management Office (TMO).

2.2. Once an OSA transportation request is confirmed, changes to itinerary, mission departure times, numbers of passengers, or cargo weight can have a major impact on the scheduled mission. Requesters must keep late changes to a minimum, as they may result in no-support of the mission. When changes to OSA transportation requests are necessary, requesters must coordinate with TMO and provide justification to facilitate changes.

2.3. TMO will determine the mode of travel for all personnel and help the customer fill out the C-12 request form.

2.4. For personnel assigned to units within the Alaskan Theater, make OSA transportation requests using 11 AF Form 8, *Support airlift Aircraft Mission Request*. Forms can be obtained from the 611 OSF/OSR, TMO or the 611 OSF Intranet server at [http://11af\\_server/osf](http://11af_server/osf). One copy is filled out by the user. Forms will be kept on file for 2 years by 611 OSP/OSR and then destroyed.

2.5. Submit transportation request forms to the TMO. At a minimum, the 11 AF Form 8 must include the following before submission:

2.5.1. Mission Description. This should include justification for use of C-12 over commercial aircraft. Cost will not be sole justification.

2.5.2. Passenger's full name, rank/grade, organization, body weight, and additional baggage weight exceeding 30 pounds per passenger. If the passenger is a civilian, invitational travel orders must be submitted with request, unless they are already on file with the 611 OSF/OSR.

2.5.3. Point of contact (POC) full name, rank/grade, organization, and telephone number. The POC should not be a passenger. The POC must be an individual who can be contacted by the validator or the C-12 scheduling office. They must also be able to contact the passengers or the C-12 validator should changes in the itinerary/requirements occur.

2.6. PACAF senior officials and authorized travelers stationed outside the Alaskan Theater must submit transportation requests using PACAF Form 292, *Support Airlift aircraft Mission Request*, to

PACAF/AMOCC for PACAF/CV approval. It's advisable that POCs submit these transportation requests simultaneously to the 611 OSF/OSR for purposes of schedule planning. A signature from the senior traveling official must accompany each submitted PACAF Form 292. This procedure applies to the following senior officials within the Alaskan Theater:

- 2.6.1. Commander, Eleventh Air Force (COMALCOM).
- 2.6.2. Commander, 3rd Wing.
- 2.6.3. Commander, 354th Fighter Wing.
- 2.6.4. Deputy Commander, Alaskan NORAD Region (ANR).

2.7. Senior officials outside PACAF chain of command must be approving official signature on PACAF Form 292 prior to submission to PACAF/AMOCC.

- 2.7.1. Commanding General, United States Army Alaska (USARAK).
- 2.7.2. Commander, United States Naval Forces Alaska.
- 2.7.3. Adjutant General, Alaska National Guard.

2.8. Submit transportation requests as early as possible. Timing of a request is directly related to the probability of support. Transportation requests must be submitted 5 duty days prior to travel or the Wednesday the week prior of the requested travel, whichever is earliest. Requests received after that fall to the lowest priority, and are supported on a first-come, first-served basis. **Exceptions to this procedure are transportation requests that receive a mission priority of 24 or higher.**

2.9. The 517 C-12 scheduler will provide a weekly schedule on the Tuesday close of business prior to the travel week. Because of possible cancellations or the other mission changes, the TMO will contact POCs approximately 48 hours prior to the requested travel date and time to confirm or deny the transportation request.

2.10. The C-12 scheduling office will provide the 611 OSF/OSR with the next day's flight schedule by 1400 the day prior.

### **3. Reports:**

3.1. The 517 C-12 scheduler will provide specific information for the OSA Aircraft Utilization Report no later than the 4th day of each new month.

3.2. The 611 OSF/OSR will prepare a monthly OSA Aircraft Utilization Report in accordance with PACAFI 13-206, attachment 3, *Sample Format, C-12/C21/UH-1N Monthly Utilization Report/PAF-DOT(M)9707*, and submit it to HQ PACAF/AMOCC no later than the 7th day of each new month.

**4. Information.** For questions concerning the 11 AF OSA scheduling, validation, or request process, contact 611 OSF/OSR at 552-3636.

**5. Form Prescribed.** 11 AF Form 8, *Support Airlift Aircraft Mission Request*.

DAVID J. MCCLOUD, Lieutenant General, USAF  
Commander

## Attachment 1

### TERMS EXPLAINED

#### *Terms*

**Operational Support Aircraft**--USAF C-12 aircraft assigned to the 517th Airlift Squadron (517 AS/CXII) and authorized to perform operational support airlift missions in accordance with AFI 13-206.

**OSA Mission**--USAF directed missions flown during peacetime, contingencies, and wartime. These missions include priority movement of passengers and cargo with time, place, and mission-sensitive requirements in support of command, installation, or management functions.

**Senior Officials**--OSA passengers in the pay grade of Brigadier General, or equivalent, and above, or civilian equivalent. These individuals must receive approval to travel on Alaskan Theater OSA by PACAF/CV.

**Distinguished Visitor (DV)**--Passengers, including those of foreign nations, colonel rank and higher, or GS/GM-15, or other persons specifically granted status by the direction of 11 AF/CC, PACAF/CC, or higher authority.

**Unit Training Day**--Nonpassenger carrying missions flown only to meet the requirements of flying training directives, determined by the 517 AS/CXII. This training is deemed critical to maintain a qualified pilot force to operate the OSA program. The 517 AS/CC exercises control of unit training days and functional check flights.

**Validator**--An individual appointed by 611 AOG/CC and authorized to receive OSA transportation requests and assign mission tasking to 11 AF OSA resources. The 11 AF validator is assigned to the 611 OSF/OSPO and responsible for reviewing, validating, and assigning mission priority to each OSA transportation request within the Alaskan Theater.

**Traffic Manager**--An individual appointed by 611 ASG/CC and authorized to determine passenger status and eligibility for OSA travel within the Alaskan Theater. The 11 AF traffic manager is assigned to the 611th Air Support Squadron (611 ASUS/LGT).